



## CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Approve revised class specifications for Wastewater Plant Operator 1/11, Water/Wastewater Supervisor and Plant and Equipment Mechanic.

MEETING DATE: July 15, 1992

PREPARED BY: Personnel Director

RECOMMENDED ACTION: That the City Council approve the amended class specifications as attached.

BACKGROUND INFORMATION: The City has been mandated by the California State Department of Health Services to install Granular Activated Carbon filtration systems on designated well sites. It has also mandated that the classifications operating and maintaining these systems possess a Water Treatment Operator Certificate, Grade II. The Water/Wastewater Supervisor and Plant and Equipment Mechanic are the classifications affected by this requirement and their specifications have been amended accordingly.

The current class specification for the Wastewater Plant Operator 1/11 limits the City's ability to recruit qualified individuals for the journey level - Operator I position. The amended class specification permits expansion of our applicant pool by allowing required certification to be substituted for specified experience.

FUNDING: None required.

Joanne M. Narloch  
Personnel Director

JMN/lra

CC9213/TXTA.04P

APPROVED: \_\_\_\_\_

THOMAS A. PETERSON  
City Manager

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RESOLUTION NO. 92-123

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A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE REVISED CLASS SPECIFICATIONS FOR  
WASTEWATER PLANT OPERATOR 1/11, WATER/WASTEWATER SUPERVISOR,  
AND PLANT AND EQUIPMENT MECHANIC.

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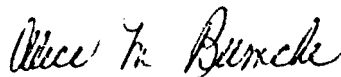
RESOLVED, that the Lodi City Council does hereby approve the revised class specifications (attached) for Wastewater Plant Operator I/II (Exhibit A), Water/Wastewater Supervisor (Exhibit B), and Plant and Equipment Mechanic (Exhibit C).

Dated: July 15, 1992

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I hereby certify that Resolution No. 92-123 was passed and adopted by the Lodi City Council in a regular meeting held July 15, 1992 by the following vote:

Ayes : Council Members - Pennino, Snider and Pinkerton (Mayor)  
Noes : Council Members - None  
Absent: Council Members - Hinchman and Sieglock



Alice M. Reimche  
City Clerk

92-123

**CITY OF LODI****WASTEWATER PLANT OPERATOR I/II****DEFINITION:**

Inspects, operates, and maintains the wastewater treatment facility. Assists with or is responsible for daily operational controls and monitoring of plant processes. Performs corrective and repair work on plant systems; performs general maintenance work at plant facility. Positions in this class rotate shifts. This is a flexibly staffed class series in that I level positions may reasonably expect to progress to the II level with training, experience, appropriate certificates, and satisfactory performance.

**DISTINGUISHING CHARACTERISTICS:**

Wastewater Plant Operator I: This is the entry level for the plant operator class series. It is distinguished from the Operator II level in that it performs the more routine operator tasks and, under the guidance of the Operator II, progressively performs the more technically complex tasks.

Wastewater Plant Operator II: This is the journey level of the plant operator class series. Positions in this class possess extensive technical knowledge on plant operations, systems, and processes. It is distinguished from the Operator I level by the extent of technical knowledge and responsibility exercised for plant operations. Positions in this class generally are filled from the I level.

**SUPERVISION RECEIVED AND EXERCISED:**

Wastewater Plant Operator I - Receives immediate supervision from higher level positions, progressing to general supervision with training and experience.

Wastewater Plant Operator II - Receives general supervision from the Chief Wastewater Plant Operator.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

Inspects plant operations daily; operates and checks the operation of wastewater equipment, such as pumps, valves, electric motors and filters; oils, greases, and cleans equipment; cleans, adjusts and repacks valves and pumps; cleans and adjusts bar screens and comminutors; regulates operation of aeration tanks, including return sludge recirculation pumps transferring sludge to digester; operates lagoons; reads gauges and makes adjustments to operating controls in order to maintain proper condition of digesters in accordance with prescribed procedures; maintains, operates, and adjusts chlorination/dechlorination equipment; checks and adjusts wasting rates.

**EXAMPLE OF DUTIES** (continued):

Performs some lab ~~tests~~ and interprets results for purposes of plant control: collects samples for tests.  
Performs preventative maintenance and repair work on plant equipment.  
Maintains grounds and plant building.  
Checks treatment and storage ponds.  
Instructs subordinate personnel in plant operations.  
Sets and monitors alarm systems; maintains plant security.  
Performs related duties as required.

**MINIMUM** 1 I

**Knowledge of:**

The operation and routine maintenance of mechanical equipment, including pumps and electric motors.  
Basic tools, equipment and methods used in maintaining stationary power equipment, pumping systems and electrical systems.  
Basic wastewater treatment processes and the tests used to check the effectiveness of such processes.

**Ability to**

Read and interpret gauges and recording devices reflecting plant operations.  
Perform mechanical repairs, maintenance work, and modification to equipment used in a wastewater treatment plant.  
Use various mechanic's tools with skill and accuracy.  
Learn standard laboratory tests.  
Understand and carry out oral and written instructions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Wastewater Plant Operator I

**Education:** Completion of high school or its equivalent,

**Experience:** One year of experience in water or wastewater systems or maintenance and repairs to pumps and motors.

Licenses and Certificates:

Persons entering this position are expected to immediately obtain an O.I.T. Certificate, and within **24** months of appointment, a Class I Operator's Certificate from the State Water Resources Control Board.

Possession of a valid Driver's License from the California Department of Motor Vehicles.

Wastewater Plant Operator II

In addition to the requirements of the Wastewater Plant Operator I:

Knowledge of:

Principles and methods of wastewater treatment, including basic microbiology, chemistry, and hydraulics as applied to wastewater treatment.

Mechanics of pumps and motors.

Purposes and uses of tools and equipment used in the overhaul, repair, adjustment, and modification of plant equipment.

Chemical and biological tests used in monitoring wastewater treatment plant processes.

Ability to:

Perform technical procedures in plant operation.

Inspect plant operations and detect problems.

Perform lab tests in plant monitoring.

Maintain and repair plant facilities and equipment.

Exercise sound judgment in response to operational problems.

Maintain records accurately and neatly.

Communicate clearly and concisely.

Education and Experience:

Education:

Completion of high school or its equivalent.

Completion of courses on wastewater treatment.

Experience:

**Two** years of experience in the operation and maintenance of treatment plants or related field. Possession of a California Grade II Wastewater Treatment Operator certificate issued by the State Water Resources Control Board may be substituted for the experience up to a maximum of 1 year.

**Licenses and Certificates:**

**Possession of a California Grade I Wastewater Treatment Operator Certificate issued by the State Water Resources Control Board. Persons assuming this position are expected to obtain a Grade II Certificate within 18 months of appointment.**

**Possession of a valid California driver's license issued from the Department of Motor Vehicles.**

WATER/WASTEWATER SUPERVISORDEFINITION:

Plans, assigns, supervises, and reviews the work of Water/Wastewater Division maintenance workers in the operation, maintenance, construction, and inspection of City water treatment and wastewater collection systems. **Supervises** and coordinates field crews; performs administrative duties **as** supervisor.

CHARACTERISTICS:

This is a full first-line supervisor class in the Water/Wastewater Division of the Public Works Department. Positions in this class assist the Assistant Water/Wastewater Superintendent in the management of the Division other than the wastewater treatment plant; they **are** distinguished from the Superintendent by the lesser extent of policy-making and other managerial responsibilities and by the greater extent of field-oriented work in the supervision of construction and maintenance crews.

SUPERVISOR RECEIVED AND EXERCISED:

Receives general direction from the Assistant Water/Wastewater Superintendent.

Exercises general supervision over subordinate personnel, exercises immediate supervision over new or inexperienced personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Plans, assigns, supervises, and reviews daily work of Division crew.

**Assists** with Division program development and management. **Confers** with Superintendent on maintenance operations and setting of priorities.

**Assists** in budget development and administration.

Assumes responsibility for and assists with a variety of personnel actions such as performance evaluation, training, selection, dismissals, transfers, and disciplinary actions.

Plans work schedules; controls and maintains adequate inventory of supplies, parts, chemicals, and equipment for the water and wastewater functions.

supervises and directs the maintenance and repair of water and wastewater equipment.

Estimates construction and maintenance operation **costs**; keeps time, material, and other job records.

Prepares payroll reports and assists with other reports relating to water and wastewater functions.

**Reads** and interprets construction plans and specifications.

**Supervises** the operation of chlorine equipment for disinfecting water; takes residual tests.

**EXAMPLE OF DUTIES (continued):**

Supervises the operation of TV equipment **and** the inspection of wastewater and storm lines.  
Provides the Engineering Division with information on pipe sizes, depth, and other data pertinent to project designs.

Assists contractors **and** private utilities in identifying location of City's underground facilities.  
Supervises **and** **assists** the repair of customers water and wastewater line leaks, installation of water meters and meter **boxes**, and repair of meters.

Supervise **and** operate granular activated carbon water treatment systems.

**MINIMUM .IFIC**

**Knowledge of:**

Methods, materials, and equipment **used** in water and wastewater system construction and maintenance.

The operation and maintenance of the City's water and wastewater collection systems.

Underground construction methods.

Federal and State regulations governing water and wastewater functions.

**Purposes** and uses of a variety of heavy equipment, power tools, and vehicles used in construction and maintenance.

Principles of supervision.

Safety principles, practices, and procedures.

Principles of Water Treatment.

**Ability to:**

Supervise the **work** of others; plan, schedule, **supervise, and** review the work of field crews.

Perform complex **tasks** under general direction **in** the construction and maintenance of water **and** sewer systems.

Train equipment operators; direct and operate heavy power-driven equipment used in water and wastewater work.

Estimate materials and equipment required to accomplish Division projects.

Read and interpret plans and specifications.

Establish and maintain cooperative working relationships with the public, contractors, and other divisions and departments.

Communicate clearly orally and in writing.

Keep records accurately and neatly.

Operate a granular activated carbon water treatment system.



**EDUCATION AND EXPERIENCE:**

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be:

**Education:**

Completion of high school or its equivalent.

**Experience:**

Five years progressively responsible experience in water and wastewater construction and maintenance including two years recent experience comparable to that of a Water/Wastewater Maintenance Worker III in the City of Lodi.

**LICENSES AND CERTIFICATES:**

Possession of a valid Driver's License issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

Possession of a Grade II Water Treatment Plant Operator certificate issued by the California Department of Health Services within 24 months of appointment.

PLANT AND EQUIPMENT MECHANIC

DEFINITION

Performs skilled operational, mechanical and maintenance work on wells, pumps, motors, and related equipment for the water treatment system, storm drain, wastewater pumping stations and wastewater treatment plant; responds to customer water and wastewater service calls and operational emergencies; performs specialized systems maintenance tasks as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a journey level class in the Water/Wastewater Division of the Public Works Department, performing operational preventative maintenance and technical mechanical work. Positions in this class work independently at the wastewater treatment plant and on city-wide water treatment and distribution, and wastewater collection systems. It is distinguished from the Water/Wastewater Maintenance Worker III class in that it performs primarily operational and mechanical functions, works independently, and does not lead a field crew.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Chief Wastewater Plant Operator or Water/Wastewater Supervisor.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Inspects, operates, adjusts, diagnoses, and repairs granulated activated carbon systems, wells, wastewater pumps, storm pumps, valves, and wastewater plant equipment. Performs regularly scheduled preventative maintenance work.

Responds to customer complaints regarding conservation, water and wastewater services.

Inspects, operates, diagnoses and repairs chlorinator and sulphur dioxide equipment, hydraulic units, boilers, heat exchangers and other stationary equipment.

Repairs water meters and other water and wastewater services.

Electronically traces customer services lines.

Coordinates repair work with electricians and/or contractors.

Records electrical and flow reading data from water, wastewater, and storm pumps.

Measures and records water and well soundings.

Maps and records locations of water valves, water lines and fire hydrants.

Maintains logs of repair on mechanical equipment.

Coordinates maintenance and repair work of emergency generators with other city personnel.

**EXAMPLES OF DUTIES (continued):**

Maintains supply of sampling equipment for chlorine and bacteria tests.  
Collects water samples for chlorine residual and bacteria testing.  
**Uses and maintains a** variety of hand, power, and shop tools **and** equipment.  
Assists street, water and wastewater crews in emergencies when needed.  
Provides direction to assisting staff; instructs them in proper work procedures **and** safety precautions.  
Operates, loads and unloads chlorine cylinders, using stationary crane or by hand.  
Maintains storage ponds by spraying and discing.  
Reads gauges and meters to ensure the proper operations of water and wastewater systems.  
Operates tractor-loader to clean sludge lagoons.  
**Cleans and maintains** landscaped areas, roadways, and general grounds at White Slough, wells, storm and wastewater pump **stations**.  
Cleans and maintains anaerobic digesters including gas compressors and related equipment.  
Maintains tools, equipment and work area in a clean, safe condition.  
Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge of;**

Mechanics of water, wastewater and storm systems and pumps, hydraulic units, boilers, collection units, displacement blowers, gas compressors, anaerobic digester, emergency generators, and other related equipment.  
Principles of plumbing.  
Methods, materials and equipment used in maintenance of water, wastewater systems and wastewater facilities.  
Rigging principles and techniques.  
Basic mathematics.  
Maintenance of storage ponds and sludge lagoons.  
Proper loading and unloading of chlorine cylinders.  
Safe work practices in the water and wastewater industry.  
Use and maintenance of a variety of tools and equipment used in water, wastewater and treatment systems.  
Principles of Water Treatment.

Ability to:

Operate and perform maintenance work on water and wastewater system equipment.  
Diagnose **and** repair mechanical problems in water **and** wastewater systems.  
**Work** independently.  
Communicate **clearly** and concisely.  
Maintain accurate records.  
Understand and follow **oral** instructions.  
**Read** and interpret manuals, construction plans, and specifications.  
Establish **and** maintain cooperative work relationships with city employees, vendors, and the general public.  
Operate a granular activated carbon water treatment system.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely produce the qualifying **knowledge** and ability. A typical combination is:

Education:

Completion **of** high school or its equivalent.

Experience:

**Three** years **of** experience **working** with water or wastewater systems.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License from the California Department of Motor **Vehicles**. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

Possession **of** a California Grade II Water Treatment Plant Operator certificate issued **by** the Department of Health Services within 24 months of appointment.